

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH**  
**ADVERTISEMENT**

No. 6798 /Estt., Dt. 19 .12.2011

Applications in the prescribed format are invited from eligible candidates for filling up following categories of Revenue Field staff posts in Deogarh District under the administrative control of the Collector, Deogarh in the Pay Band with Grade Pay mentioned against each post and other allowances as admissible to the State Government employees from time to time. A written Examination for the post of R.I., A.R.I. & Amin will be conducted. The category-wise vacancies are furnished below:-

Sl. No.	Name of the post	Pay Band and Grade Pay(in Rs.)	S.C.			S.T.			S.E.B.C.			U.R.			Grand Total
			SC	SC (W)	Total	ST	ST (W)	Total	SEBC	SCBC (W)	Total	UR	UR (W)	Total	
1.	Revenue Inspector	Rs.9300 - 34800/- G.P.-4200/-	02	01	03	02	02	04	04	01	05	--	02	02	14
2.	Assistant Revenue Inspector	Rs.5200- 20200/- G.P.-1900/-	03	01	04	02	01	03	03	01	04	02	02	04	15
3	Amin	Rs.5200- 20,200/- Gr.Pay- 1800/-	01	--	01	01	01	02	01	--	01	--	--	--	04

N.B. (1) The authority reserves the right to modify/cancel the advertisement without assigning any reason thereof.

(2) The above vacancy position is tentative and it may increase or decrease as per actual requirement.

(3) The vacancies meant for Women candidates in all categories would be filled up by the male candidates, if suitable women candidates do not qualify or are not available.

(4) The reservation for physically handicapped, Sports person and Ex-Serviceman is to be followed strictly as per G.O. No.25384/Gen., dt.20.09.2005 of G.A Deptt. at the time of selection.

**(1) Eligibility Criteria:-**

- a) He/she must be a citizen of India.
- b) He/she must be permanent resident of Deogarh District.
- c) He/she must be below 32 years of age and over 20 years of age on the 1<sup>st</sup> day of January, 2011. The upper age limit shall be relaxed by 05 years in case of SC, ST, SEBC and women candidates.
- d) (i)He/she must have passed a Bachelor Degree Examination in Arts, Science or Commerce including Bachelor in Business Administration or Bachelor in Computer Application or equivalent thereto from a recognized University and must possess knowledge in computer operation in case of **Revenue Inspector** and must have passed a Higher Secondary Examination (10+2) conducted by the Council of Higher Secondary Education, Odisha or equivalent thereto from a recognized Board

and must possess knowledge in Computer operation in case of **Amin and Assistant Revenue Inspector**.

- (e) He/she must be good character and shall furnish a character certificate from the Head of the Institution in which he/she last studied or any Gazetted Officer.
- (f) He/she must not be having more than one spouse living.
- (g) He/she must be able to speak, read and write Odia and must have passed the High School Certificate Examination or an equivalent Examination through Odia medium.
- (h) He/she must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity and must qualify in the test of physical fitness as follows:-  
In order to qualify in the test of physical fitness, a candidate-
- (i) must not be less than 160 centimetres in case of UR and SEBC category and 155 centimetres in case of ST and SC category in height and 80 centimetres round the chest in case of male candidate.
- (ii) Must not be less than 150 centimeters in case of UR and SEBC category and 145 centimeters in case of SC and ST category in height in case of female candidate.
- (iii) Must be knowing cycling and swimming.
- (i) He/she must have registered his/her name in the Employment Exchange, Deogarh before the date of submission of application.
- (2) (a) The candidate shall furnish application with attested copies of all relevant certificates and mark sheets including those relating to minimum educational qualifications, caste certificate in case of SC, ST and SEBC, resident certificate, certificate of work experience in Settlement or Consolidation Organisation granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training if any.
- (b) The candidate shall furnish Original Certificates at the time of tests, failing which he/she will be liable for disqualified.
- (c) (i) The candidates applying for the post of Amin and Assistant Revenue Inspector will also indicate their **first and second preference for these posts** in the application failing which it will be deemed that their first preference is for the post of Amin and
- (ii) the application shall be scrutinized to determine the eligibility and to make a screening of the candidates on the basis of percentage of marks obtained in High School Examination (Class ten) and percentage of marks obtained in Higher Secondary Examination (10+2), giving equal weightage.
- (iii) Candidates three times the number of vacancies of Revenue Inspector, Assistant Revenue Inspector and Amin shall ordinarily be called upon to appear in the recruitment tests.
- (3) Candidates who qualify in the Test of physical fitness shall be eligible to appear in the written test comprising the following papers, namely:-
- |                               |   |           |
|-------------------------------|---|-----------|
| (a) General Awareness         | - | 100 marks |
| (For Revenue Inspector only)  |   |           |
| (b) Arithmetic                | - | 100 marks |
| (c) Computer (written test)   | - | 50 marks  |
| (d) Computer (practical test) | - | 50 marks  |
| (e) Handwriting in Oriya      | - | 50 marks  |
- (4) No application except the candidates belonging to SC/ST category shall be considered unless accompanied by the examination fees in shape of A/c Payee Bank Drafts amounting to Rs.100/- (Rupees Hundred) only for the post of Revenue Inspector and Rs.75/- (Rupees Seventy-five) only for the post of A.R.I. & Amin in favour of **Collector & District Magistrate, Deogarh** payable at SBI, Deogarh. The candidates belonging to SC/ST are exempted from paying the examination fees.

**(5) HOW TO APPLY:-**

The complete Application in the prescribed format duly filled in by the applicant in his/her own hand writing in Block Capital Letter In Blue/Black Ball Pen alongwith the required documents shall be submitted in a Envelope superscribed "Application for the post of \_\_\_\_\_(Write Revenue Inspector/ Asst. Revenue Inspector/ Amin) Category:\_\_\_\_\_ " in the address of the **Collector, Deogarh-768108** through Registered /Speed post only. Submission of application in any other mode will be uprightly rejected. **Application should reach on or before 18.01.2012 till 5.00 P.M. The candidate shall submit separate application form for R.I. and A.R.I./Amin.** The application received beyond the date and time shall not be taken into consideration and the authority will no way be responsible for any postal delay.

**DOCUMENTS TO BE FURNISHED ALONG WITH THE APPLICATION FORM:**

The candidates shall furnish attested photocopy of following documents with the application form.

- (i) Certificate and Mark Sheet of High School Examination passed.
- (ii) Certificate and Mark Sheet of Higher Secondary Examination passed.
- (iii) Certificate and Mark Sheet of Bachelor Degree Examination passed including Bachelor in Business Administration or Bachelor in Computer Application or equivalent thereto from a recognized University and must possess knowledge in computer operation in case of Revenue Inspector and must have passed a Higher Secondary Examination (10+2) conducted by the Council of Higher Secondary Education, Odisha or equivalent thereto from recognized Board and must possess knowledge in Computer operation in case of Amin and Assistant Revenue Inspector.
- (iv) Certificate of Character from Head of the Institution he/she last studied or any Gazetted Officer.
- (v) Caste Certificate in case of SC, ST and SEBC issued by the competent authority.
- (vi) Permanent Resident Certificate issued by the competent authority.
- (vii) Certificate of actual work experience, if any, in Settlement/Consolidation Organisation issued by Settlement Officer/Deputy Director, Consolidation.
- (viii) Certificate, if any, indicating successful completion of All India Trade Test in Surveyor Trade conducted by National Council for Training in Vocational Trade.
- (ix) Valid Employment Registration Certificate/Card.
- (x) Two self-addressed envelope of 15X25 cm. affixing postage stamp worth Rs.25/- there-on.
- (xi) Three recent passport size photographs duly attested. Photograph should be signed by the applicant on the front side and one to be pasted in the appropriate place of application form.
- (xii) Attested copy of certificate in case of Ex-serviceman/ physically handicapped/ sports person. The candidate claimed as sports person shall produce the identity card issued by the Director of Sports, Odisha.

**(VI) CONDITIONS:-**

- (i) The application shall be scrutinized to determine the eligibility and to make a screening of the candidates on the basis of percentage of marks obtained in the **Bachelor Degree Examination in case of R.I. and on the basis of percentage of marks obtained in High School Examination (class X and percentage of marks obtained in Higher Secondary Examination (Plus two) giving equal weightage** in case of A.R.I. & Amin. Candidates three times the number of vacancies shall ordinarily be called upon to appear the recruitment test.
- (ii) The candidates shall be required to produce the above certificates, if selected in the recruitment tests, failing which he/she is liable to be disqualified.

(iii) The selection will be held in accordance with the Odisha District Revenue Service (Method of recruitment and conditions of Service) Rules, 1983 and amended Rules 2011

(iv) No TA/DA will be allowed to attend the recruitment tests.

(v) The incomplete application forms without any requisite documents or the application form without signature of the applicant or the application forms received after the last date shall be summarily rejected without assigning any reason.

(vi) Date, Time and Place of recruitment test will be intimated to the eligible candidates in due course.

(vii) The authority also reserves the right to reject any application without assigning any reason.

(viii) The authority also reserves the right to cancel or postpone the recruitment tests if so warranted without assigning any reason.

(ix) The list of successful candidates drawn up in order of merit on the basis of the performance in the written test, shall be equal to the number of the vacancies advertised.

(x) Candidates in order of merit shall be appointed against the available vacancies.

(xi) Inclusion in the merit list confers no right to appointment which shall depend among other circumstances, on actual availability of the vacancies.

(xii) The merit list shall remain valid for a period of one year or till the drawal of a fresh merit list which ever is earlier.

**Note:-** 1. Candidates working in the Settlement/Consolidation Organisation shall submit their application through the Settlement Officer/Deputy Director, Consolidation.

2. The application form & details may also be downloaded from District website [www.deogarh.nic.in](http://www.deogarh.nic.in).

3. The advertisement published for the post of R.I., A.R.I. & Amin in Odia daily in "THE SAMBAD" & "THE DHARITRI" on 15.01.2011 vide this office advt. No. 08/Estt. Dt.04.01.2011 are hereby cancelled due to amendment of ODRS Rules 1983 vide R&DM Deptt. Notification No.45157/RDM dt.01-11-2011. The applications received on account of those advertisements are also summarily rejected.

  
COLLECTOR, DEOGARH.

**APPLICATION FORM FOR THE POST OF REVENUE INSPECTOR/ A.R.I & AMIN IN THE DISTRICT OF DEOGARH**

(Write in CAPITAL LETTER in English in own hand writing. Put (v) mark in the appropriate Box)

1. Post Applied for:
2. Additional Post Applied : Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes-Preference of Post: 1<sup>st</sup> Choice \_\_\_\_\_, 2<sup>nd</sup> Choice \_\_\_\_\_ (ARI/AMIN)
3. Name of the Applicant:
4. Father's / Husband's Name:
5. Category belongs to (S.C/S.T/UR/SEBC/PH/Ex-Servicemen/Sportsperson)
6. Name of the Sub-Caste/ Sub-Tribe:
7. (a) Religion..... (b) Nationality.....
8. Male/ Female:
9. Permanent Residential Address: At.....PO.....  
PS.....Dist.....
10. Present/ Mailing Address: At.....PO.....  
PS.....Dist.....

Mobile No.....Nearest Contact No.....

11. Marital Status: 1.Married 2.Un-married

(If married, How many spouse (husband or wife) living: (a) One (b) more than one

12. Date of Birth : (As per HSC Certificate)  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ age as on  
01.01.2011.....Years.....Months.....Days.....

13. Educational Details-From H.S.C onwards.

Exam	Year of passing	Board/ University	Full Marks	Marks Obtained	Percentage (%)	Division	Subject
1	2	3	4	5	6	7	8

14. Language Skill- ODIA Read \_\_\_\_\_ Write \_\_\_\_\_ Speak \_\_\_\_\_

15. Whether ODIA is one of the subjects in HSC Exam. Yes..... No.....
16. Whether passed the HSC or equivalent Exam through Odia Medium. Yes..... No.....
17. Have you registered your name in Employment Exchange Yes..... No.....
18. Name of the Employment Exchange.....Registration No.....Valid up to .....
19. Work Experience (not less than 05 years) if any in Settlement / Consolidation Organisation:
20. Whether Ex-Servicemen/ Physically Handicapped/ Sportsperson.
21. Details of Bank Draft Submitted: (i) Bank Draft No..... Amount .....Name of issuing Branch..... Date of issue.....

\*Before mailing please verify and attach attested copy of following documents – Checklist (a) Residential Certificate (b) Caste Certificate (c) Educational Certificate & Mark Sheet (d) Employment Exchange Registration Card (e) 3 passport size photos (f) Two Self Address stamped (Rs.25/-each) Envelope.

**DECLARATION**

I do hereby declare that all the information given in this application are true, complete and correct in all respect. In the event of any information given hereby is found incorrect at any stage here after, my candidature / selection / appointment shall be liable to be cancelled without any notice to me.

Date:-  
Place:

Signature of the applicant